

Functional Area WBS #: **21 - Emergency Management**

Completed by: **S.J. Havlovick** (ANL-W) **K.L. Yearsley** (INEEL)

FUNCTIONAL AREA SUMMARY FORM

(ANL-W & INEEL Consolidation to INL)

1) ACTIVITIES needed to transition

Activities to transition functional area to one contractor	3/1 – 11/15 Pre-transition	11/15 – 1/30 Transition	1/31/05 Incoming Contractor
1. Emergency Response Actions		X	X
2. Staffing of Emergency Response Organization (EOC, ECC, etc.)		X	
3. Emergency Communications	X		
4. Training of Emergency Response Organization personnel		X	X
5. Emergency Response Planning and Documentation			X
6. Fire Department			X

2) GAP(S)

- Different radio frequency used for ERO communications.
- ANL-W facility personnel control the response to facility alarms until On-Scene Commanders and Fire Department come on scene.
- ANL-W Hazards assessments allow for discretionary operational emergencies and the INEEL does not.
- INEEL Emergency Management Plan includes the RCRA Contingency Plan, ANL-W has a stand alone Emergency Management Plan and RCRA Contingency Plan.
- INEEL Emergency Response Organization duties are considered collateral to the position descriptions

3) Other

Are there issues or concerns outside of your functional area that may inhibit the consolidation? If so, please list. Additionally, utilize the Gap/Risk Description form to define each gap/issue.

- ANL-W Security uses a different radio frequency than both the INEEL and ANL-W Emergency Response Organization to use during an emergency.
- 4) Have you initiated any actions outside of this review to facilitate the integration? If so, please describe.
- ANL-W is looking into the transferring all ERO to the current radio system used by INEEL.

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GAP/RISK DESCRIPTION FORM

- a) Describe the gap(s) that affects the integration of ANL-W and INEEL.

The INEEL Emergency Management Department is using a new radio system programmed for narrow band. ANL has broadband radios that do not communicate with the INEEL. Only communications available between two sites are the consoles located in the ECC and two CASs.

- b) Rank the risk, on a scale of 1 to 5, associated with the above gap, and describe the impact(s)? (Risk 1 = minimal consequence on January 31, 2005; Risk 5 = operational barrier to laboratory on January 31, 2005)

Risk: 3

Description: During time urgent events, support from one site to the other may be critical. The early integration of these two systems will provide short-term benefits in the form of enhanced communication, coordination, and cooperation during time-critical events. The early integration of emergency communications systems will ultimately simplify the integration of the sites. Because of the many benefits to both sites, the INEEL and ANL-W recommend the early integration of these Emergency Management communications systems.

- c) What steps should be taken to address the gap(s) and when (pre-transition, transition, incoming contractor)? Please indicate the owner of the action (ANL-W, INEEL, or both where applicable).

	3/1 – 11/15 Pre-transition	11/15 – 1/30 Transition	1/31/05 Incoming Contractor
1. Purchase hand held radios that compliment the INEEL system	ANL-W		
2. Install base stations at primary locations on ANL site for emergency response and compliment the INEEL system	ANL-W		
3. Training on new radios and consoles	ANL-W and INEEL		

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GAP/RISK DESCRIPTION FORM

- a) Describe the gap(s) that affects the integration of ANL-W and INEEL.

At ANL-W, during a weekday event, in a radiological facility, the ANL On-Scene Commander, Fire Department and the Building Emergency Director work in unified command during the emergency. On the INEEL, the Fire Department maintains control of the event at the scene until the situation is beyond their control then command is shifted to the Emergency Command Centers and/or the Emergency Operations Centers.

- b) Rank the risk, on a scale of 1 to 5, associated with the above gap, and describe the impact(s)? (Risk 1 = minimal consequence on January 31, 2005; Risk 5 = operational barrier to laboratory on January 31, 2005)

Risk: 2

Description: The existing command and control structure will continue to function under current arrangements with minimal impact to emergency response until the INL response organization, structure and process are established and standardized.

- c) What steps should be taken to address the gap(s) and when (pre-transition, transition, incoming contractor)? Please indicate the owner of the action (ANL-W, INEEL, or both where applicable).

	3/1 – 11/15 Pre-transition	11/15 – 1/30 Transition	1/31/05 Incoming Contractor
1. Standardize the Emergency Response Organization.		New Contractor	INL
2. Identify Roles and Responsibilities		New Contractor	INL
3. Standardize response to radiological facilities		New Contractor	INL
4. Qualify and train responsible personnel		New Contractor	INL

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GAP/RISK DESCRIPTION FORM

- a) Describe the gap(s) that affects the integration of ANL-W and INEEL.
- The Hazards Assessment documents are not consistent across the site. Discretionary Operational Emergencies are allowed at ANL and not at the INEEL. If an event occurs on the INEEL site it will automatically trigger the DOE classification of "Alert, Site Area Emergency or General Emergency."
- b) Rank the risk, on a scale of 1 to 5, associated with the above gap, and describe the impact(s)? (Risk 1 = minimal consequence on January 31, 2005; Risk 5 = operational barrier to laboratory on January 31, 2005)
- Risk: 2
- Description: Inconsistent approach to Emergency Response or Identification to a time urgent event.
- c) What steps should be taken to address the gap(s) and when (pre-transition, transition, incoming contractor)? Please indicate the owner of the action (ANL-W, INEEL, or both where applicable).

	3/1 – 11/15 Pre-transition	11/15 – 1/30 Transition	1/31/05 Incoming Contractor
1. Review categorization and classification process			INL
2. Determine if all emergencies can be categorized and classified			INL
3. Correct documentation in the EPHAs			INL
4. Train ERO in categorization and classification			INL

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GAP/RISK DESCRIPTION FORM

- a) Describe the gap(s) that affects the integration of ANL-W and INEEL.
The INEEL Emergency Management Plan has the RCRA Contingency Plan as a subpart of the document. ANL-W has two separate documents.
- b) Rank the risk, on a scale of 1 to 5, associated with the above gap, and describe the impact(s)?
(Risk 1 = minimal consequence on January 31, 2005; Risk 5 = operational barrier to laboratory on January 31, 2005)
Risk: 2
Description: No impact on operations, inconsistencies on INL
- c) What steps should be taken to address the gap(s) and when (pre-transition, transition, incoming contractor)? Please indicate the owner of the action (ANL-W, INEEL, or both where applicable).

	3/1 – 11/15 Pre-transition	11/15 – 1/30 Transition	1/31/05 Incoming Contractor
1. Determine what process is the best way to control the RCRA Contingency Plan		New Contractor	INL
2. Update documentation of RCRA Contingency Plans			INL

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GAP/RISK DESCRIPTION FORM

- a) Describe the gap(s) that affects the integration of ANL-W and INEEL.

Certain personnel have collateral responsibility to support the Emergency Response Organization in certain geographic locations on site. When personnel are transferred to new locations, facilities or work assignments, the ERO position does not necessarily go with them. However, the ERO must remain fully functional and staffed appropriately.

- b) Rank the risk, on a scale of 1 to 5, associated with the above gap, and describe the impact(s)? (Risk 1 = minimal consequence on January 31, 2005; Risk 5 = operational barrier to laboratory on January 31, 2005)

Risk: **3**

Description: Identification of personnel that will staff ERO functions such as the Emergency Operations Center, site area Emergency Control Centers, area wardens, etc. and providing training and qualifications for those assigned must be done as part of the transition process to ensure proper response to site emergencies. Ineffective response may occur if ERO functions are not fully staffed or personnel are not adequately trained and qualified.

- c) What steps should be taken to address the gap(s) and when (pre-transition, transition, incoming contractor)? Please indicate the owner of the action (ANL-W, INEEL, or both where applicable).

	3/1 – 11/15 Pre-transition	11/15 – 1/30 Transition	1/31/05 Incoming Contractor
1. Determine impact to ERO staffing as the incoming contractor determines organizational structure and staffing.		New Contractor	
2. Identify personnel as needed from new contractor organization to fill collateral ERO positions and duties.			INL
3. Provide training and qualification for newly assigned ERO staff.			INL